1445.18/app A

DEPARTMENT OF DEFENSE

DEFENSE LOGISTICS AGENCY

Cameron Station,
Alexandria, Virginia 22304-6100

D7.6/8:

DLAM 1445.18
APPENDIX A

DLA PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL ENTRY-LEVEL TRAINING PROGRAM FOR PROCUREMENT

April 1989

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DEFENSE LOGISTICS AGENCY
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CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DCPSO(DLA-KW)

25 Apr 89

FOREWORD
(Supplementation is prohibited.)

The purpose of this manual is to provide a standard program of instruction (POI) for the DLA Professional, Administrative, and Technical Entry-Level Training Program for Procurement.

This manual has been prepared to provide career interns and others connected with the program, such as supervisors, instructors, and staff personnel with information and guidance pertaining to training and development prescribed under the program. Users of this manual are encouraged to submit recommended changes and comments to improve the publication through channels to the Chief, DLA Civilian Personnel Service Support Office, P.O. Box 3990, Columbus, Ohio 43216-5000.

BY ORDER OF THE DIRECTOR

JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION
3; DCPSO

COORDINATION: DLA-P, DLA-LP
DLA-LR, DLA-KS

This DLAM supersedes DLAM 1445.18, 2 Oct 78.

GLOSSARY

SYMBOL	DEFINITION
ADP	Automatic Data Processing
AFIT	Air Force Institute of Technology
AIS	Automated Information Systems
ALMC	Army Logistics Management College
AOB	Annual Operating Budget
APCAPS	Automated Payroll, Cost and Personnel System
ASPM	Armed Services Pricing Manual
BOA	Basic Ordering Agreement
BPA	Blanket Purchase Agreement
CBD	Commerce Business Daily
DCPSO	DLA Civilian Personnel Service Support Office
DLA	Defense Logistics Agency
DLAM	Defense Logistics Agency Manual
DLAR	Defense Logistics Agency Regulation
DMET	Defense Management Education and Training
DoD	Department of Defense
DPM	DCPSO Program Manager
EEO	Equal Employment Opportunity
FAR	Federal Acquisition Regulation
FED/MIL	Federal/Military
FSS	Federal Supply Schedule
GAO	General Accounting Office
IFB	Invitation for Bid
IMC	Internal Management Control
ITAG	Intern Training Advisory Group
OJT	On-the-Job Training
OPM	Office of Personnel Management
PBM	Prenegotiation Briefing Memorandum
PLFA	Primary Level Field Activity
PNM	Price Negotiation Memorandum
POI	Program of Instruction
PSE	Primary Staff Element
QPL	Qualified Products List
RFP	Request for Proposal
RFQ	Request for Quotation
SASPS	Standard Automated Small Purchasing System
SBA	Small Business Administration
SOW	Statement of Work
TFC	Termination for Convenience
TFD	Termination for Default
TOA	Training Opportunity Announcements

PROCUREMENT

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PART 1 ADMINISTRATION

CHAPTER 1 GENERAL

1. PURPOSE AND SCOPE

a. To establish the policy and procedures for administering and conducting the DLA Entry-Level Training Program for Professional, Administrative, and Technical Personnel (hereafter referred to as the program).

b. This manual is applicable to HQ DLA, DLA Management Support Activities, and primary level field activities (PLFAs).

2. POLICY

a. The purpose of the program is to provide a controlled input of career personnel who are capable of being trained to a high degree of technical competence and to function effectively at the journeyman level in a career field.

b. The term "intern" refers to any individual in a position whose target is the full performance level in one of the professional, administrative, or technical series covered by the program. The majority of interns will enter the program at the GS-5 level; however, entry at other grades may be appropriate in certain career fields or in special cases. Intern recruitment, selection, and training will be accomplished in consonance with the Agency's overall Equal Employment Opportunity (EEO) objective of achieving a work force in which minorities and women are fully represented.

c. The scheduled duration of the program is not more than 3 years. Candidates will be promoted in accordance with appropriate Office of Personnel Management (OPM) and DLA Personnel regulations.

d. The program will be administered in accordance with:

(1) The Office of Personnel Management's Federal Personnel Manual.

(2) The DLA Federal Equal Opportunity Recruitment Program.

(3) The DLA Affirmative Action Program.

(4) DLAM 1445.18, Appendix A, DLA Professional, Administrative, and Technical Entry-Level Training Program for Procurement.

(5) DLAR 1404.4, Merit Promotion Program.

(6) DLAR 1446.1, Equal Employment Opportunity (EEO) Program.

(7) DLAR 1406.1, Maintaining Discipline.

(8) DLAR 1430.1, Defense Management Education and Training (DMET) Program.

(9) DLAR 1430.12, Civilian Employee Development and Training.

(10) DLAR 1444.4, Automated Civilian Personnel Data Bank.

(11) DLAR 1445.1, Civilian Career Management.

3. RESPONSIBILITIES

a. HQ DLA

(1) The Staff Director, Office of Civilian Personnel, DLA (DLA-K) will establish overall program policy for intern recruitment, selection, position descriptions, and performance standards. Program guidance, direction, and evaluation will be provided by the Chief, Work Force Effectiveness and Development Division, Office of Civilian Personnel (DLA-KW). Recruitment and intern selection guidance will be provided by the Chief, Staffing, Labor and Employee Relations Division, Office of Civilian Personnel (DLA-KS).

(2) The Assistant Director, Office of Policy and Plans, DLA (DLA-L) will provide for the coordination and monitorship of DLA plans, policies, and programs including direction of management review activities.

(3) The Heads of HQ DLA Principal Staff Elements (PSEs) will:

(a) Provide overall program management under the staff guidance of the Staff Director, Civilian Personnel, DLA.

(b) Approve the programs of instruction (POI) in their respective functional areas.

(c) Monitor the intern program and direct program changes based on new or revised policy.

(d) Select Intern Training Advisory Group (ITAG) members.

(e) Determine intern selection procedures for their respective functional areas.

(f) Ensure that intern programs comply with all higher HQ requirements, such as the Office of Personnel Management and the Office of the Secretary of Defense.

(4) The Chief, Staffing, Labor and Employee Relations Division, Office of Civilian Personnel, DLA (DLA-KS) will establish policy and procedures for recruitment of entry-level personnel.

(5) DLA Civilian Personnel Service Support Office (DCPSO)

(a) The Chief, DCPSO is responsible for the operational management of the program.

(b) The Chief, Career Development and Intern Programs Branch (DCPSO-I) will:

(1) Develop and manage training programs in selected career fields in coordination with the appropriate HQ DLA PSE and with DLA-KW.

(2) Evaluate training provided during the program and provide evaluation results and recommendations for program modifications to DLA-KW and other appropriate HQ DLA PSEs.

(3) Establish training centers at selected PLFAs.

(4) Supervise DCPSO Program Managers (DPMs) who manage the program for specific career fields.

(5) Maintain an instructor staff in selected specialities to conduct standardized and DLA-unique courses.

(6) Arrange for funding of DCPSO-sponsored courses and schedule formal training courses in accordance with requirements listed in the POI.

(7) Determine DCPSO-I's budget requirements and administer DCPSO-I's annual operating budget (AOB).

(8) Issue program completion certificates.

(c) DCPSO Program Managers will:

(1) Develop and coordinate with appropriate HQ DLA PSEs a POI for each training program. Each POI will be published as a DLA Manual (DLAM) and will be directive in nature.

(2) Evaluate training effectiveness for the programs under their control and provide the Chief, DCPSO, with evaluation reports which include appropriate recommendations for program change.

(3) Develop DLA-unique courses.

(4) Supervise DCPSO instructors.

(5) Approve equivalent training and waivers of training based upon criteria established by ITAGs and in accordance with established DoD and DLA policies and directives.

(6) Chair ITAG meetings.

(7) Consult with PSEs to ensure that the program remains current and incorporates required classroom training and on-the-job training (OJT) assignments.

b. The Appropriate Elements of PLFAs will:

(1) Supervise interns.

(2) Provide an initial orientation to each intern in accordance with local in-processing procedures.

(3) Schedule interns for formal training.

(4) Provide all interns cross-training and orientations as required by the POIs.

(5) Maintain intern records.

(6) Budget and fund training costs in support of the program.

(7) Monitor and evaluate training.

(8) Recommend program changes to DCPSO.

(9) Ensure that OJT supervisors are adequately trained.

(10) Appoint representatives to serve on ITAGs as required.

(11) Notify DPM upon intern's completion of POI requirements or termination from the program.

(12) Request program completion certificates.

4. PROCEDURES

a. Intern Training.

(1) Training requirements are defined in appropriate POIs. These POIs will be reviewed annually by the ITAG, and modifications will be recommended to the appropriate HQ DLA PSEs. All DLA activities will be notified of any changes in training requirements upon approval by the HQ DLA PSEs.

(2) Annually, DCPSO will publish a master schedule of all required formal entry-level training. This schedule will include allocations of spaces to PLFAs. PLFAs will be responsible for assigning interns to attend the courses and for ensuring their attendance. PLFAs will issue Training Opportunity Announcements (TOAs) 45 days prior to the beginning of a course if they cannot use all allocated spaces.

b. DCPSO-I is responsible for the maintenance of this manual. Recommended changes should be submitted through the Chief, Career Development and Intern Programs Branch (DCPSO-I), P.O. Box 3990, Columbus, Ohio 43216-5000.

PART 1 ADMINISTRATION

CHAPTER 2 TRAINING

1. PROGRAM OF INSTRUCTION (POI)

a. The POI contains that training which is required for the interns to reach journeyman level proficiency. The POI expresses the training requirements in terms of classroom training and OJT. OJT requirements are expressed in specific learning objectives which the interns must accomplish to successfully complete the program.

b. The POI may be supplemented with additional requirements that PLFAs consider to be necessary locally for the interns' development. However, these requirements must be scheduled by the PLFAs.

c. Each POI will contain a training sequence, a training description, and learning objectives.

(1) The training sequence lists required classroom training, cross-training, and OJT segments in the preferred sequence of accomplishments.

(2) The training description lists classroom training, cross-training, and OJT segments and gives a brief description of each. It also indicates prerequisite courses where applicable.

(3) The learning objectives contain specific tasks which the interns are required to perform in a given OJT segment. The level of performance expected of the intern by the completion of the intern program is specified in the standards portion of each objective.

d. Classroom training should be scheduled for each intern in the suggested order listed in the training sequence. Following the suggested order may not be possible for all interns; however, prerequisite courses must be scheduled in proper sequence.

2. TYPE OF TRAINING

a. Classroom Training - Classroom training consists of Government-sponsored courses, courses taught by colleges, universities, and technical schools, and courses taken by correspondence. These courses will either be presented onsite at the activity to which the interns are assigned, or the interns will be required to attend the course on a temporary duty basis. Interns must successfully complete all required classroom courses listed in the POI unless an equivalency is granted by the ITAG (see below).

b. On-The-Job Training - OJT represents the most important segment of the training program. The interns will be exposed to a variety of actual work experiences and will be expected to perform increasingly broad and complex job-related tasks. Evaluation is based upon demonstrated ability to perform to the standards prescribed in the appropriate learning objectives.

(1) Functional OJT - This training is designed specifically to impart the skills and knowledge required for the interns to perform in their target positions. Functional OJT comprises the majority of training hours in the POI. It is designed to proceed from the simple to the complex. Although specific learning objectives are listed in the POIs, individual supervisors may determine appropriate sequencing.

(2) Cross-Training - This training includes training and orientation in areas related to the intern's functional assignment. The training is designed to help them do the job more completely and effectively by presenting the relationships that exist between the different functional areas.

3. EQUIVALENT TRAINING

a. Equivalent training is training that can be substituted for required training. PLFAs should request approval of equivalent training where it is practical, appropriate, and results in cost savings. Equivalent training requests will be submitted through the Career Development Division of the Office of Civilian Personnel to the DPM. Requests must include appropriate and sufficient documentation such as catalog descriptions or course outlines, number of class hours, dates of attendance, and graduation certificate. The DPM will notify the PLFA of approval/disapproval.

b. When a career field has a specific regulation or manual governing equivalent training, that procedure will be followed.

PART 1 ADMINISTRATION

CHAPTER 3 PROGRAM ADMINISTRATION

1. RECRUITMENT

a. Intern recruitment will be conducted in conformance with guidance by HQ DLA.

b. All DLA Job Opportunity Announcements for positions to be filled at less than the journeyman level should state that the position is an "Intern Position" and is subject to training requirements outlined in the applicable POI.

2. AUTOMATED PAYROLL, COST AND PERSONNEL SYSTEM (APCAPS) NOTIFICATION. Each PLFA will follow APCAPS procedures to enter data for new interns into the system.

3. RECORD KEEPING. PLFAs are required to adhere to training management and administrative requirements listed in applicable Federal, DoD, and DLA regulations. In addition, a record must be maintained for each intern that documents:

a. Completion of required classroom training.

b. Completion of required cross-training.

c. Completion of each required OJT objective.

d. Equivalent training approval.

4. SCHEDULING OF CLASSROOM TRAINING

a. On a quarterly basis, DCPSO will publish a schedule of classes that it sponsors. The schedule will contain course title, location, dates, and other pertinent information.

b. PLFAs will be responsible for assigning interns to attend DCPSO courses and assuring their attendance. PLFAs will notify DCPSO 45 days prior to the beginning of a course if all spaces cannot be used. Interns must be given priority for DCPSO-sponsored courses; however, journeyman-level employees may attend on a space available basis.

5. FUNDING. Intern tuition and travel expenses incurred for required training will be funded by the PLFA. Where applicable, DCPSO will fund for the intern's tuition for courses that it sponsors.

6. SEPARATION OF THE INTERN FROM THE TRAINING PROGRAM

a. If an intern displays less than fully successful progress during their development under this training program, the supervisor, in conjunction with an Employee Development and Employee Relations Specialist, must assist the intern in overcoming any deficiencies.

b. If, after an intern has been given remediation, individual attention, and counseling by their supervisor, they are unable to attain a satisfactory level of achievement under this training program, they may be assigned to a position which is commensurate with their education and experience. However, if this is not feasible, separation from the Federal service may be proposed in accordance with the applicable regulations.

7. PROGRAM COMPLETION

a. When an intern has successfully completed all required classroom training, cross-training, and all OJT learning objectives, the supervisor will notify the Career Development Division of the Office of Civilian Personnel in writing who will notify the DCPSO Program Manager. DCPSO will issue the intern a certificate of program completion through the Office of Civilian Personnel.

b. Interns who accept nontrainee positions or who leave the PLFA prior to completing the program will not receive a certificate. PLFAs will notify DCPSO when an intern leaves the program prior to completing all requirements.

8. PROGRAM REVIEW. When authorized DCPSO will conduct a periodic review of intern training at selected PLFAs. The review will consist of an examination of the PLFA's record keeping system as well as discussions with interns, OJT supervisors, and PLFA managers. The purpose of the review is to ensure that interns are receiving training required by this manual, to ensure that the program is being properly administered, and to determine if the program is adequate to meet the PLFA's and DLA's needs. A report of the findings of the DCPSO review will be prepared and forwarded to the Commander of the PLFA, the appropriate PSEs, and DLA-KW.

9. ORIENTATION OF OJT INSTRUCTORS. The PLFA should ensure that OJT instructors who have had no prior experience training interns are thoroughly briefed on all aspects of the program. Assistance is available from DCPSO. This should be accomplished prior to the intern's assignment to the new OJT instructor and should include, as a minimum, the following:

a. An overview of the purpose and organization of the program along with the appropriate POI.

b. Discussion of roles and responsibilities of OJT instructors to include necessary coordination and specific training objectives.

c. Required intern evaluation reports.

d. Training information and procedures specifically related to the PLFA.

10. INTERN TRAINING ADVISORY GROUP (ITAG). An ITAG will be formed to guide the development and review of the intern program. The ITAG is also responsible for issuing guidance on equivalent training. Each ITAG will be composed of a PSE representative and several functional managers from selected PLFAs. The DPM will serve as ITAG chairperson. The ITAG will meet at least annually to review program content, to discuss changes to the POI dictated by results of the program evaluation or by changes in the career field, and to revise the POI as required. The DPM will submit a report of the ITAG's findings and recommendations to the PSE and each member.

PART 2 PROCUREMENT PROGRAM OF INSTRUCTION

CHAPTER 1 TRAINING SEQUENCE

CONTRACT SPECIALIST (GS-1102)

TRAINING SEQUENCE	PROPONENT	TYPE OF TRAINING	HOURS
Orientation to the Federal Government, DLA, Supply Center, and Intern Training Program	Supply Center	Classroom	24
Supply Center Operation and Organization	Supply Center	Classroom	40 to 80
DLA Small Purchase	DCPSO	Classroom	64
Simplified Procurement Functions	Supply Center	OJT	
Management of Defense Acquisition Contracts	ALMC	Classroom	160
Principles of Contract Pricing/Negotiation Workshop	AFIT	Classroom	120
Complex Procurements, Sealed Bids, and Negotiations	Supply Center	OJT	
Postaward Functions	Supply Center	OJT	
Government Contract Law	AFIT	Classroom	80
Internal Management Control Program	PLFA	Classroom	4

PART 2 PROCUREMENT PROGRAM OF INSTRUCTION

CHAPTER 2 TRAINING DESCRIPTIONS

CLASSROOM TRAINING

SUBJECT AREA	GENERAL DESCRIPTION
Orientation to Federal Government, DLA Supply Center, and Intern Training Program	This orientation describes the responsibility of the Federal employee, the Agency's mission with emphasis on the professional code of ethics, and the individual's rights and responsibilities. The manner in which the goals for the DoD are supported via the DLA mission is discussed in detail. The structure and mission of each DLA supply center and contract management element are defined. A review of classroom and OJT training for career development is included.
Supply Center Operation and Organization	The role of each supply center is discussed in detail. The discussion covers the entire procurement cycle from customer need to final delivery. Appropriate major forms, documents, and reports will be reviewed. Emphasis will be placed on the supply center contracting process. The differences in each center's organization and the various commodity responsibilities will be outlined. Interns will become knowledgeable of the item characteristics, competition levels, and industrial processes pertaining to the commodity items at the supply center.
DLA Small Purchases	This course will provide the intern with the tools and techniques to successfully initiate and complete small purchases. The course is also designed to provide basic skills needed to perform cost and/or pricing analysis for small purchases and familiarity with the DLA automated data system that pertains to the supply center where the course is being presented.

SUBJECT AREA	GENERAL DESCRIPTION
Management of Defense Acquisition Contracts	This general survey course provides a basic foundation for DoD contracting procedures as prescribed by statutes, Federal Acquisition Regulation (FAR), DoD FAR supplement, and other directives which govern DoD acquisition.
Principles of Contract Pricing/Negotiation Workshop	This course includes an estimation of the environment in which cost and price analysis takes place, sources of data for cost and price analysis, methods for analyzing direct and indirect costs, performing profit analysis and selected current pricing topics. An additional unit of instruction provides information on the principles necessary to negotiate prime contracts, contract modifications, and contract termination.
Government Contract Law	During this course, the interns will review basic legal principles and sources of contract law, modifications, terminations, remedies, interpretation of contract language, award law, Government property, and defective pricing. Moreover, the intern will analyze patent and data law, labor and laws involving the flow of contract monies, court and board rulings stressing both contractor and Government positions and preventive techniques.
Internal Management Control Program	This course provides an overview of the Internal Management Control Program and stresses the requirements for conducting risk assessments and internal management control reviews.

ON-THE-JOB TRAINING

SUBJECT AREA	GENERAL DESCRIPTION
Simplified Procurement Function	The intern will become involved in small purchase procurement functions. Training will consist of identifying sources of supply, preparing various types of solicitation packages, and conducting solicitations for both manual and automated small purchases. Additionally, interns will conduct negotiations, prepare evaluations, select responsible suppliers, and prepare award documents.
Complex Procurements, Sealed Bids, Negotiations	The interns will participate in a wide range of tasks associated with complex small purchases, sealed bids, and negotiated buys. Topics that will be covered include selection of appropriate types of contracts, processing bids, preaward functions, awarding contracts, price/cost analysis, and negotiations.
Postaward Functions	This training will provide the intern with experiences in supply center postaward activities. Topics to be covered include contract modifications, administering specific types and clauses of contracts, progress payments, disputes and claims, terminations and contract closeout.

PART 2 PROCUREMENT PROGRAM OF INSTRUCTION

CHAPTER 3 LEARNING OBJECTIVES

SIMPLIFIED SMALL PURCHASES

To ensure that the intern's first buying experience is positive and of high quality, the simplified small purchases OJT will be structured in groups of four to six interns supervised by a senior OJT supervisor. The small groups of interns should be located in a conference room, classroom, or a partitioned space within the Contract and Production Directorate. The OJT supervisor's sole work responsibility during this time period will be to train interns.

1. TASK - IDENTIFY AND INTERPRET DOCUMENTS CONTAINED IN A SMALL PURCHASE PROCUREMENT PACKAGE

GIVEN:

. Several representative samples of small purchase procurement packages.

STANDARD - The intern will correctly:

. Identify whether there is an existing contract for the required item.
. Determine the adequacy of data required for solicitation.
. State the purpose and identify the source of each document.
. Interpret specific information contained in each document.

2. TASK - DETERMINE SOURCES OF SUPPLY

GIVEN:

. Several representative samples of small purchase procurement packages.
. Access to documents and publications from which vendor names can be drawn.

STANDARD - The intern will correctly:

. Determine whether any mandatory source of supply is applicable.
. Conduct market research as needed.
. Select appropriate documents/publications from which names can be drawn.
. Select suppliers to be solicited for each procurement package.

3. TASK - DETERMINE WHETHER COMPETITION IS REQUIRED FOR A SMALL PURCHASE

GIVEN:

. A purchase request.

STANDARD - The intern will correctly:

. Determine whether to obtain quotations from less than three sources.
. Prepare justifications for a single source procurement.
. Prepare price justification for noncompetitive purchases.

4. TASK - ISSUE ORDERS AGAINST EXISTING CONTRACTS AND/OR AGREEMENTS

GIVEN:

. A Blanket Purchase Agreement (BPA).
. A proposed requirement to be satisfied by a call against the BPA.
. A proposed agreement to be satisfied against the Federal Supply Schedules (FSS) and other indefinite delivery-type contracts.

STANDARD - The intern will correctly:

. Place calls/order against the appropriate existing contract and/or agreement.

5. TASK - SELECT THE APPROPRIATE METHOD OF ACQUISITION (DD FORM 1155, ORDER FOR SUPPLIES OR SERVICES, IMPREST FUND TRANSACTION, BPA CALL)

GIVEN:

. A purchase request for supplies/services.

STANDARD - The intern will correctly:

. Determine the most economical and efficient method of acquisition.

6. TASK - DETERMINE THE MOST APPROPRIATE METHOD OF SOLICITATION; i.e., ORAL VS. WRITTEN

GIVEN:

. Several small purchase procurement packages requiring the use of different solicitation methods.

STANDARD - The intern will correctly:

. Select the most appropriate method and adequately justify each choice.

7. TASK - PUBLICIZE PROPOSED SMALL PURCHASES

GIVEN:

. A Request for Quotation (RFQ).

STANDARD - The intern will correctly:

. Determine whether it is necessary to publicize the purchase.
. Select and implement a method or methods of publicizing the purchase.
. Ensure that the market is sufficiently notified to ensure adequate competition.

8. TASK - DOCUMENT ALL ACTIONS, CONVERSATIONS, AND CONTACTS RELEVANT TO THE PURCHASE FILE

GIVEN:

. A purchase procurement package.

STANDARD - The intern will correctly:

. Document all relevant actions taken from receipt of request to award.

9. TASK - PREPARE AN SF 18, REQUEST FOR QUOTATIONS

GIVEN:

. A small purchase procurement package.
. Access to all procurement forms required for solicitation.

STANDARD - The intern will correctly:

. Determine dates for submission of quotations.
. Select clauses.
. Complete all required forms.
. Assemble complete package in the proper sequence.

10. TASK - DETERMINE APPROPRIATE INFORMATION THAT CAN BE PROPERLY DISCLOSED TO CONTRACTORS

GIVEN:

. A variety of information on common business practices.

. Necessary manuals.
. Purchase file.

STANDARD - The intern will correctly:

. Disclose in a professional manner only appropriate information to a contractor.

11. TASK - CONDUCT AN ORAL SOLICITATION

GIVEN:

. A small purchase procurement package.
. Names and telephone numbers of suppliers to be solicited.

STANDARD - The intern will correctly:

. Orally present all required information in a logical sequence.

12. TASK - IDENTIFY THE COORDINATION POINTS AT SUPPORT OFFICES NEEDED TO EXECUTE A SIMPLIFIED SMALL PURCHASE

GIVEN:

. A purchase package that requires coordination with support offices.

STANDARD - The intern will correctly:

. Exchange information with appropriate offices to facilitate the procurement action.

13. TASK - RECEIVE, EVALUATE, AND CONTROL QUOTATIONS

GIVEN:

. An RFQ.
. Several quotations.

STANDARD - The intern will correctly:

. Receive and control each quotation.
. Secure quotations.
. Evaluate each quotation for exceptions to the requirements.
. Verify quotations as needed.

14. TASK - EVALUATE AND PROCESS LATE QUOTATIONS

GIVEN:

. An RFQ.
. Several quotations.

STANDARD - The intern will correctly:

. Determine whether to consider late quotations.
. Determine whether to make the award on initial quotations.
. Determine whether to delay issuance of the purchase order.
. Determine whether to award to a late quoter.

15. TASK - APPLY THE FACTORS INVOLVED IN DETERMINING WHETHER THE PRICE OF A SMALL PURCHASE IS FAIR AND REASONABLE

GIVEN:

. Armed Services Pricing Manual (ASPM) 2.
. A procurement package.
. The Buy American evaluation criteria for small purchases.

STANDARD - The intern will correctly:

. Determine that the price of a proposed award is fair and reasonable.
. Document reasons for awarding to other than the vendor who submitted the lowest quotation.

16. TASK - CONDUCT NEGOTIATIONS PERTAINING TO A SMALL PURCHASE QUOTATION

GIVEN:

. A contractor's price or other factors that are not in the Government's best interest.

STANDARD - The intern will correctly:

. Develop price objectives.
. Select appropriate terms for discussions.
. Negotiate the appropriate issue(s) and attempt to resolve any inconsistencies.

17. TASK - SELECT RESPONSIBLE SUPPLIER FOR AWARD OF CONTRACT

GIVEN:

. Quotes submitted by suppliers including quotes not entirely consistent with the solicitation.
. Access to lists/publications used for determining basic responsibility.

STANDARD - The intern will correctly:

. Determine the eligibility of each quoter, including referral to the Small Business Administration if applicable.

. Select quote for award of contract and fully justify reason for selection.
. Determine if quoters are qualified for small business.

18. TASK - PREPARE AWARD DOCUMENTS

GIVEN:

. A quote selected for award of contract.
. Access to all required award forms.

STANDARD - The intern will correctly:

. Complete a draft of all required forms.
. Assemble complete award package in the proper sequence.
. Issue an order against an existing contract or agreement.

19. TASK - PROCESS BUYS USING THE AUTOMATED PURCHASING SYSTEM(S) (e.g., TELEX REQUEST FOR QUOTATION, STANDARD AUTOMATED SMALL PURCHASING SYSTEM (SASPS) PHASE II)

GIVEN:

. Information on the various automated information systems (AISs).
. Instruction on the functions of the AIS.
. Purchase file.

STANDARD - The intern will correctly:

. Process a transaction using the AIS.

20. TASK - DISSOLVE A SMALL BUSINESS SMALL PURCHASE SET-ASIDE

GIVEN:

. Criteria under which small purchase should be set-aside for small business.
. Forms to dissolve small business small purchase set-aside.
. Purchase file for a buy under $25,000 which does not meet criteria for small business small purchase set-aside.

STANDARD - The intern will correctly:

. Process action to dissolve a Small Business Small Purchase Set-Aside.

COMPLEX PROCUREMENTS, SEALED BIDS, AND NEGOTIATED LARGE PURCHASES

1. TASK - DETERMINE THAT PURCHASE REQUESTS ARE SUFFICIENT FOR THE PROCUREMENT

GIVEN:

. A variety of proposed purchase requests and acquisition plans.

STANDARD - The intern will correctly:

. Accept all purchase requests which are sufficient for procurement.
. Identify and explain each deficiency and/or omission and recommend corrections for insufficient purchase requests.

2. TASK - DETERMINE REQUIREMENT FOR PUBLICIZING PROPOSED PROCUREMENTS

GIVEN:

. A purchase request.
. Access to regulations/publications required for preparation of synopsis.

STANDARD - The intern will correctly:

. Identify when a synopsis is required.
. Document reasons for not synopsizing proposed procurements.
. Select appropriate notes for inclusion in synopsis.
. Identify proper distribution of completed synopsis.

3. TASK - REVIEW TECHNICAL REQUIREMENTS, STATEMENTS OF WORK, (SOW), OR SPECIFICATIONS

GIVEN:

. A variety of purchase requests.

STANDARD - The intern will correctly:

. Determine if an existing specification, Federal/military (FED/MIL), is applicable.
. Identify inconsistencies between SOW, technical evaluation criteria, and other elements of the purchase request.

4. TASK - DETERMINE WHETHER OTHER THAN FULL AND OPEN COMPETITION IS JUSTIFIED

GIVEN:

. A purchase request.

STANDARD - The intern will correctly:

. Determine whether sources may be excluded.
. Determine whether other than full and open competition is justified.

5. TASK - PREPARE JUSTIFICATIONS FOR OTHER THAN FULL AND OPEN COMPETITION WHERE REQUIRED

GIVEN:

. A purchase request.

STANDARD - The intern will correctly:

. Determine whether a justification or determination and findings for other than full and open competition is necessary and, if necessary, prepare it and identify approving officials.

6. TASK - DETERMINE WHETHER THE PROCUREMENT WILL BE A SMALL BUSINESS OR LABOR SURPLUS AREA SET-ASIDE

GIVEN:

. A variety of purchase requests and acquisition plans, and histories.

STANDARD - The intern will correctly determine and justify:

. Whether to set-aside the procurement.
. The type of set-aside.
. Applicable clauses and Commerce Business Daily (CBD) notes.

7. TASK - SCREEN MANDATORY SOURCES OF SUPPLY (e.g., QUALIFIED PRODUCTS LIST (QPLs), FSS, AUTOMATED DATA PROCESSING (ADP)/TELECOMMUNICATIONS SCHEDULES, HANDICAPPED, AND PRISON INDUSTRIES); DEVELOP SOURCE LISTS (e.g., SOLICITATION MAILING LISTS)

GIVEN:

. A variety of purchase requests, data from market research, and mandatory source catalogs.

STANDARD - The intern will correctly:

. Identify all purchase requests which can be obtained through a mandatory source, select the applicable mandatory source, and prepare all supporting documentation.
. Identify sources to add to a source list.

8. TASK - DETERMINE THE APPROPRIATE METHOD OF SOLICITATION FOR PURCHASE OVER $25,000

GIVEN:

. Procurement packages over $25,000.
. Necessary manuals and regulations.

STANDARD - The intern will correctly:

. Determine if negotiation is appropriate.
. Determine if competitive or noncompetitive procedures should be used.

9. TASK - DEVELOP, MAINTAIN, AND UPDATE ACQUISITION PLANS

GIVEN:

. Acquisition history.
. Results of market research and acquisition plans on previous procurement.

STANDARD - The intern will correctly:

. Determine need for a written acquisition plan.
. Identify all data needed for acquisition plan preparation.
. Explain the purpose and benefits of each element in the plan.
. Prepare an acquisition plan.

10. TASK - PREPARE A SOLICITATION (i.e., INVITATION FOR BID, (IFB), REQUEST FOR PROPOSAL, (RFP), RFQ FOR A PURCHASE

GIVEN:

. The purchase request, method of procurement, and the selected type of contract.

STANDARD - The intern will correctly:

. Identify all required FAR and local clauses and determine appropriate location in solicitation.
. Identify and list any necessary attachments to solicitation.

. Prepare the solicitation.

11. TASK - EVALUATE AND RESPOND TO INQUIRIES CONCERNING SOLICITATION

GIVEN:

. A written or oral inquiry on a solicitation, copies of bids and proposals received in response to the solicitation, and a copy of the solicitation.

STANDARD - The intern will correctly:

. Disclose no information that would give one offeror a competitive edge over another.
. Disclose no information on the the content of proposals from other offerors after proposals are received.
. Answer inquiries completely.
. Ensure that all files are fully documented.

12. TASK - DETERMINE REQUIREMENT TO AMEND SOLICITATION PRIOR TO OPENING

GIVEN:

. Examples of actions which may or may not require amendment of solicitation.

STANDARD - The intern will correctly:

. Determine if amendment is required for each example.
. Describe procedures to be followed in amending a solicitation.
. Determine and justify necessity of extensions for submission of bids or proposals.

13. TASK - DETERMINE REQUIREMENT TO CANCEL BID PRIOR TO OPENING

GIVEN:

. Examples of actions which may or may not require cancellation of solicitation.

STANDARD - The intern will correctly:

. Determine if cancellation is required for each example.
. Describe procedures to be followed in cancelling a solicitation.

14. TASK - CONTROLLING AND SAFEGUARDING BIDS/PROPOSALS RECEIVED PRIOR TO OPENING

GIVEN:

. Requirement to describe procedures.

STANDARD - The intern will correctly:

. Describe procedures used for controlling and safeguarding bids/proposals.

15. TASK - CONDUCT/OBSERVE A BID OPENING

GIVEN:

. A real or simulated bid opening.

STANDARD - The intern will correctly:

. Identify any examples of improper bid opening procedures.

16. TASK - PREPARE/EXAMINE ABSTRACT OF OFFERS

GIVEN:

. Opened bids.
. Blank abstract form.

STANDARD - The intern will correctly:

. Complete or review the form.
. Identify proper distribution of completed abstract.

17. TASK - PROCESS LATE BIDS/MODIFICATIONS TO BIDS

GIVEN:

. Examples of late bids/modification to bids.

STANDARD - The intern will correctly:

. Determine whether late bids/modifications should be accepted/rejected.
. Describe procedures for processing once a determination has been made.

18. TASK - EVALUATE RESPONSIVENESS OF BIDS

GIVEN:

. An IFB and bids.

STANDARD - The intern will correctly:

. Distinguish responsive bids from nonresponsive bids.
. Identify all minor irregularities and informalities.
. Identify all nonresponsive elements of the bid.

19. TASK - EVALUATE ALL RESPONSIVE BIDS TO DETERMINE LOW BIDDER

GIVEN:

. Responsive bids.
. Evaluation factors.

STANDARD - The intern will correctly:

. Identify/calculate all price-related factors in a proposed bid to determine the evaluated price.
. Determine whether the lowest evaluated price bid is fair and reasonable.
. Determine the award(s) for equally low bids.

20. TASK - DETERMINE IF OFFERORS ARE QUALIFIED FOR SET-ASIDES

GIVEN:

. A solicitation, case histories, several offers, and Small Business Administration (SBA) size standards.

STANDARD - The intern will correctly:

. Prepare notice identifying apparent awardee to all known interested parties.
. Identify any firms self-certified as small that are questionable.
. Prepare appeals to SBA.
. Reject offers from offerors that are not eligible for the set-aside.

21. TASK - REVIEW PROPOSALS TO IDENTIFY TERMS AND CONDITIONS REQUIRING DISCUSSION

GIVEN:

. A sample RFP and proposals.

STANDARD - The intern will correctly:

. Identify differences in terms and conditions between the RFP and the proposals.
. Identify inconsistencies and errors of quantitative or other reasoning.
. Differentiate between minor irregularities and

informalities and issues requiring discussion during negotiations.

22. TASK - PROCESS MISTAKES IN OFFERS

GIVEN:

. Solicitations and offers or contracts containing suspected mistakes.

STANDARD - The intern will correctly:

. Identify all mistakes.
. Outline the procedure to request verification.
. Determine the validity of alleged mistakes in bids based on evidence submitted by offerors.

23. TASK - DETERMINE AND DOCUMENT RESPONSIBILITY OR NONRESPONSIBILITY OF EACH PROSPECTIVE CONTRACTOR

GIVEN:

. Solicitation, several offers, and the Consolidated List of Debarred, Suspended, and Ineligible Bidders.

STANDARD - The intern will correctly:

. Determine whether a preaward survey is necessary or not and, if necessary, prepare a request for the survey.
. Identify all offerors on the list of debarred, suspended, and ineligible contractors.
. Distinguish all data from preaward surveys, the offers, acquisition histories, and market research that bear on responsibility.
. Identify nonresponsible offerors and present sufficient evidence to support a finding of nonresponsibility.

24. TASK - PROCESS CERTIFICATE OF COMPETENCY FOR SMALL BUSINESS AWARD THROUGH THE SBA

GIVEN:

. Examples of proposed awards to small business.
. Results of preaward surveys.

STANDARD - The intern will correctly:

. Recommend award/nonaward.
. Describe procedures for processing both positive and negative recommendations.

25. TASK - REVIEW AND APPROVE SUBCONTRACTING PLANS

GIVEN:

. A solicitation with subcontracting possibilities.
. Proposals with subcontracting plans.

STANDARD - The intern will correctly:

. Determine if a subcontracting plan is necessary.
. Determine adequacy of subcontracting plans.
. Recommend improvements.

26. TASK - PERFORM A SIMPLE PRICE ANALYSIS BASED UPON LOCALLY AVAILABLE PRICE DATA ESTIMATE/OBJECTIVES

GIVEN:

. An offer submitted by supplier.
. Access to local price data.

STANDARD - The intern will correctly:

. Identify and obtain all required data.
. Establish Government estimate/objectives based upon evaluation of data.

27. TASK - DETERMINE METHOD OF CONDUCTING PRICE/COST ANALYSIS

GIVEN:

. A contractor price proposal.

STANDARD - The intern will correctly:

. Outline the most appropriate techniques for conducting price/cost analysis.

28. TASK - CONDUCT A NONCOMPLEX COST ANALYSIS

GIVEN:

. A contractor price proposal.
. Required price and cost data to conduct the analysis.

STANDARD - The intern will correctly:

. Determine cost estimate and/or develop price objectives.
. Justify variance with contractor proposal.

29. TASK - DETERMINE THE NECESSITY FOR AND OBTAIN CERTIFICATES OF CURRENT COST OR PRICING DATA

GIVEN:

. Case studies.

STANDARD - The intern will correctly:

. Determine which situations require cost/pricing data.
. Determine which claims for an exemption are valid.
. Prepare a Certificate of Current Cost or Pricing Data.
. Identify cost or pricing data that are not accurate, complete, or current.

30. TASK - DETERMINE THE NEED FOR AUDIT REPORTS; REQUEST AND REVIEW AUDIT REPORTS; RESOLVE QUESTIONS ON AUDITS WITH AUDITORS

GIVEN:

. Several proposals.
. An audit report.

STANDARD - The intern will correctly:

. Determine whether an audit is required.
. For those requiring an audit, determine the significant areas of concern and document in memorandum requesting an audit.
. Determine if the auditor's findings and recommendations need substantiation, clarification, or correction.
. Prepare a list of questions to pose to the auditor that will resolve any differences.

31. TASK - DETERMINE REQUIREMENT FOR PRICING ASSISTANCE

GIVEN:

. A variety of contractor proposals requiring different types of pricing assistance.

STANDARD - The intern will correctly:

. Specify assistance required.
. Identify pricing team members from which required assistance can be obtained.
. Identify the responsible office/agency for each example.

32. TASK - DETERMINE NEED FOR FACTFINDING

GIVEN:

. Incomplete proposals, technical evaluation reports, and cost/price analysis reports.

STANDARD - The intern will correctly:

. Determine areas needing clarification.
. Identify appropriate followup action and document accordingly.

33. TASK - PLAN AND DOCUMENT NEGOTIATION OBJECTIVES AND STRATEGIES

GIVEN:

. An RFP, contractor proposals, analyses of the proposals.

STANDARD - The intern will correctly:

. List all major factors which must be considered during the planning process.

. Prepare a Prenegotiation Briefing Memorandum (PBM).

34. TASK - PARTICIPATE IN A NEGOTIATION SESSION

GIVEN:

. An RFP.
. A proposal.
. An analysis of a proposal.
. A prenegotiation plan.

STANDARD - The intern will correctly:

. Avoid restrictions.
. Establish and control the agenda.
. Proceed in accordance with a plan.
. Demonstrate proper use and mix of tactics and the ability to change strategy when necessary.
. Accomplish their highest priority target objectives.
. Document agreements reached; document issues and understandings.

35. TASK - PREPARE A PRICE NEGOTIATION MEMORANDUM (PNM)

GIVEN:

. A contract file for which negotiations have been completed.

STANDARD - The intern will prepare a PNM which:

. Meets the requirements of FAR 15.808.
. Recommends offeror for selection of award supported by evaluation of final proposals.

. Makes determination of price reasonableness.

36. TASK - REQUEST TIME EXTENSIONS FROM CONTRACTORS OF OFFER EXPIRATION DATES

GIVEN:

. Solicitations.
. Offers.

STANDARD - The intern will correctly:

. Determine the need to request a time extension of expiration dates.

37. TASK - RECOMMEND AWARD OR REJECTION OF ALL OFFERS

GIVEN:

. A complete contract file through the receipt of best and final offers.

STANDARD - The intern will correctly:

. Make a determination of price reasonableness.
. Recommend award or nonaward of contract.

38. TASK - PREPARE AWARD DOCUMENTS

GIVEN:

. Supplier selected for award of contract.
. Access to all required award forms.

STANDARD - The intern will correctly:

. Complete all required forms.
. Assemble complete award package with all documents in the proper sequence.

39. TASK - OBTAIN REQUIRED REVIEW AND APPROVAL OF PROPOSED AWARD

GIVEN:

. Proposed awards of varying dollar value.

STANDARD - The intern will correctly:

. Identify the sequence of reviews/approvals for each proposed award.

40. TASK - PREPARE DD FORM 350, INDIVIDUAL CONTRACTING ACTION REPORT (OVER $25,000)

GIVEN:

. Award file.
. Blank DD Form 350.
. DD Form 350 instructions.

STANDARD - The intern will correctly:

. Describe the purpose of the report.
. Prepare report in accordance with applicable regulations/ publications.

41. TASK - PREPARE SYNOPSIS OF CONTRACT AWARD

GIVEN:

. Approved award documents.

STANDARD - The intern will correctly:

. Draft a synopsis containing all required information.
. Identify the proper distribution of synopsis after completion.

42. TASK - INVESTIGATE AND PROCESS PROTESTS

GIVEN:

. A real or simulated protest.

STANDARD - The intern will correctly:

. Prepare findings of facts.
. Correctly identify the steps in processing the protest.
. Prepare a memorandum for the record that meets the test of sufficiency.
. Determine if notification to General Accounting Office (GAO) is required.

43. TASK - PREPARE NOTIFICATION TO UNSUCCESSFUL BIDDERS/OFFERORS

GIVEN:

. List of unsuccessful bidders/offerors.

STANDARD - The intern will correctly:

. Prepare the notification.

POSTAWARD FUNCTION

1. TASK - IDENTIFY ALL INDIVIDUALS INVOLVED IN THE CONTRACT ADMINISTRATION EFFORT AND COMMUNICATE THE RESPONSIBILITIES OF THE CONTRACTOR AND GOVERNMENT REPRESENTATIVE

GIVEN:

- An organization chart.
- A contract administration plan.
- A contract.
- Reports from contracting officer.

STANDARD:

- Define the roles of the contracting officer, lawyer, technical representative, item manager, and all Government personnel involved in the contract administration effort.
- Develop a contract administration plan to ensure timely and efficient contract performance.
- Correctly instruct technical and support personnel on their roles.

2. TASK - EVALUATE AND PROCESS REQUESTS/PROPOSALS FOR CHANGES IN CONTRACTS OR SUBCONTRACTS

GIVEN:

- A contract and a request to modify the contract.
- A contract with an option clause.

STANDARD: The intern will correctly:

- Determine if a modification is needed.
- Select the appropriate type of modification and prepare the modification that will best satisfy the requirement.
- Determine whether or not to exercise the option.
- Consider the urgency of the needed change, nature of the change, risk of a unilateral change, progress in trying to reach a bilateral agreement, and the contract terms and conditions with respect to unilateral change orders.
- Negotiate as necessary.
- Complete all required forms.
- Assemble complete award package with all documents in the proper sequence.

3. TASK - COORDINATE WITH REQUIRING ACTIVITIES ON STATEMENT OF WORK OR SPECIFICATIONS FOR CHANGES OR MODIFICATIONS

GIVEN:

. A contract.
. A justification to modify contract.
. A case history.

STANDARD - The intern will correctly:

. Determine whether the proposed change is within the scope of the contract.
. Select the most appropriate type of modification.
. Correctly identify the steps needed to draft and issue the modification.
. Correctly determine whether to exercise an option and, if yes, exercise it.

4. TASK - PROVIDE CONTINUING ADVICE TO CONTRACTORS ON TERMS AND CONDITIONS OF THE CONTRACT.

GIVEN:

. Relevant documents, such as the solicitation, the contract, the offer, the price negotiation memorandum, records on the contractor's previous performance on Government contracts, and contractor inquiries.

STANDARD - The intern will correctly:

. Inform the contractor of all postaward rights, duties, and milestones of both parties that effect substantial performance.
. Identify and resolve all potential issues that may effect substantial performance.
. Document each resolution of an issue in a memorandum for record.

5. TASK - PROCESS/EXAMINE ACTIONS RELATING TO VARIATIONS IN QUANTITY

GIVEN:

. A variety of situations, actual or simulated, which may require administrative action.

STANDARD - The intern will correctly:

. Determine if action is required for each situation.
. Describe procedures for processing each required administrative action.

6. TASK - PREPARE CONTRACT STATUS REPORTS

GIVEN:

. A contract.
. A contract status report.
. An inspection and receiving report.
. A contract administration plan.

STANDARD - The intern will correctly.

. Review and obtain corrections to inspection and acceptance reports.
. Identify breaches of contract (i.e., failure to comply with contract provision).
. Evaluate contractors' progress toward meeting delivery and performance requirements.
. Verify satisfactory performance or identify potential problems of performance and/or potential breaches.
. Contact (in role playing simulations) the contractor and present evidence.
. Obtain feedback.
. Identify causes.
. Develop and propose remedies.

7. TASK - REVIEW ACTUAL OR ANTICIPATED PRODUCTION DELINQUENCY REPORTS

GIVEN:

. A variety of situations, actual or simulated, reflecting actual or anticipated delinquencies for contracts both requiring recurring reports.

STANDARD - The intern will correctly:

. Describe buying center actions for processing the actual or anticipated delinquencies for which recurring reports are required.
. Describe buying center actions for processing the actual or anticipated delinquencies for which no recurring reports are required.

8. TASK - PREPARE A SUPPLEMENTAL AGREEMENT TO A CONTRACT

GIVEN:

. A contract.
. Information requiring the execution of a supplemental agreement to the contract.
. Necessary forms for completion of agreement.

STANDARD - The intern will correctly:

. Obtain and evaluate a proposal from the contractor.
. Develop negotiation objectives, strategies, and tactics.
. Conduct the negotiation.
. Prepare an agreement and obtain approvals.

9. TASK - PREPARE A CHANGE ORDER TO A CONTRACT

GIVEN:

. A contract.
. Information requiring the execution of a change order.
. Necessary forms for completion of a change order.

STANDARD - The intern will correctly:

. Complete the change order.
. Identify procedures for processing a completed change order.

10. TASK - DETERMINE WHETHER DELAYS ARE EXCUSABLE AND GRANT PERFORMANCE TIME EXTENSIONS FOR EXCUSABLE DELAYS

GIVEN:

. A contractor request for time extension.
. A contract.
. A case history.

STANDARD - The intern will correctly:

. Identify the type of delay.
. Determine whether the Government is liable for recoverable damages.

11. TASK - PROCESS ACTIONS RELATING TO ECONOMIC PRICE ADJUSTMENTS

GIVEN:

. A variety of situations, actual or simulated, which may require administrative action.

STANDARD - The intern will correctly:

. Determine if action is required for each situation.
. Describe procedures for processing each required action.

12. TASK - DIFFERENTIATE BETWEEN TYPE I AND TYPE II NONCONFORMANCES

GIVEN:

. Examples of Type I and Type II nonconformances.

STANDARD - The intern will correctly:

. Identify the Type I and Type II nonconformances.
. Identify acceptance authority for each example.

13. TASK - DETERMINE AND ISSUE DEMAND LETTERS FOR COLLECTION OF CONTRACTOR'S INDEBTEDNESS

GIVEN:

. The terms of a contract and set of circumstances that may require a collection of debt from the contractor.

STANDARD - The intern will correctly:

. Give case histories, correctly determine the contractor's amount of indebtedness (if any), prepare a demand letter, and prepare recommendations for deferment.

14. TASK - PROCESS ACTION RELATING TO FIRST ARTICLE PROVISIONS OF A CONTRACT

GIVEN:

. A variety of situations, actual or simulated, relating to First Article provisions or a contract which may require administrative action.

STANDARD - The intern will correctly:

. Determine if action is required for each situation.
. Describe procedures for processing each required administrative action.

15. TASK - DETERMINE NEED; PREPARE AND ISSUE STOP OR RESUME WORK ORDERS

GIVEN:

. A copy of contract.
. Applicable FAR references.
. A request for stop or resume work.

STANDARD - The intern will correctly:

. Determine if a stop work order is necessary.
. Estimate the timeframe and cost of the order.

. Prepare the order.
. Determine the Government's position on proper consideration for the work stoppage.
. Prepare a cancellation of the order.

16. TASK - EXPLAIN ACTIONS RELATING TO SPECIAL TOOLING CLAUSE OF A CONTRACT

GIVEN:

. A variety of situations, actual or simulated, which may require administrative action.

STANDARD - The intern will correctly:

. Determine if action is required for each situation.
. Describe procedures for processing each required action.

17. TASK - PROCESS ACTIONS EFFECTING A BASIC ORDERING AGREEMENT (BOA)

GIVEN:

. A variety of situations, actual or simulated, which may require administrative action.

STANDARD - The intern will correctly:

. Determine if action is required.
. Describe procedures for processing each required administrative action.

18. TASK - EXPLAIN/PROCESS ACTIONS RELATING TO A PATENTS CLAUSE IN A CONTRACT

GIVEN:

. A variety of situations, actual or simulated, which may require administrative action.

STANDARD - The intern will correctly:

. Determine if action is required for each situation.
. Describe procedures for processing each required action.

19. TASK - DETERMINE THE NEED TO TERMINATE CONTRACTS FOR CONVENIENCE, ISSUE CONVENIENCE TERMINATION NOTICES, AND TAKE MEASURES TO PROTECT THE GOVERNMENT'S INTERESTS; NEGOTIATE AND EXECUTE CONTRACTUAL DOCUMENTS FOR SETTLEMENT OF PARTIAL AND COMPLETE CONTRACT TERMINATIONS FOR CONVENIENCE; NEGOTIATE, REVIEW, AND

APPROVE NO-COST CANCELLATIONS OF CONTRACT; DETERMINE NEED TO TERMINATE CONTRACTS FOR DEFAULT; NEGOTIATE SETTLEMENT OF CONTRACT TERMINATIONS FOR DEFAULT; AND ISSUE OR DISTRIBUTE DEFAULT TERMINATION NOTICES AND TAKE MEASURES TO PROTECT THE GOVERNMENT'S INTERESTS

GIVEN:

. A contract.
. FAR references.
. A case history.

STANDARD - The intern will correctly:

. Select an option: Termination for default (TFD), termination for convenience (TFC), or modifying the contract.
. Describe procedural steps to implement the option.
. Prepare a complete and sustainable case for TFD.

20. TASK - APPLY TECHNIQUES AND INSTRUMENTS FOR DEALING WITH THE CONTRACTOR'S FAILURE TO PERFORM (e.g., CURE NOTICES, SHOW CAUSE NOTICES, REFUSAL TO ACCEPT DELIVERIES, ASSESSMENT OF LIQUIDATED DAMAGES, NEGOTIATION OF CONSIDERATION FOR DELINQUENT DELIVERIES OR ITEMS NOT MEETING SPECIFICATIONS)

GIVEN:

. A contract.
. A PNM.
. The contractor's proposal.
. Evidence of performance problems.
. Documentation of informal attempts to resolve problems.
. Related case histories.

STANDARD - The intern will correctly:

. Select the most appropriate remedy.
. Correctly identify the prescribed procedures for implementing the remedy.
. Develop a complete, procedurally correct plan to implement the remedy.
. Negotiate reasonable consideration for delinquent deliveries.
. Evaluate the adequacy of contractor's responses to cure notices.

21. TASK - DIFFERENTIATE BETWEEN A DISPUTE AND A CLAIM

GIVEN:

. A variety of situations, actual or simulated, containing examples of disputes and claims.

STANDARD - The intern will correctly:

. Identify the examples as either disputes or claims.

22. TASK - EXAMINE AND PROCESS DISPUTES AND CLAIMS

GIVEN:

. A requirement to describe procedures for handling disputes.
. A requirement to negotiate claim settlements.

STANDARD - The intern will correctly:

. Prepare and assemble dispute or claim file for General Counsel.
. Negotiate claim settlements with contractors.
. Identify personnel involved in the investigation and processing of disputes and claims.
. Describe procedures for processing disputes and claims including appeal procedures.

23. TASK - REFER EVIDENCE OF FRAUD AND OTHER CIVIL OR CRIMINAL OFFENSES TO THE INSPECTOR GENERAL AND OTHER RESPONSIBLE PARTIES

GIVEN:

. Indications of fraud or other civil or criminal offenses.
. Evidence of persistent performance problems.

STANDARD - The intern will correctly:

. Identify all indicators of evidence of suspected fraud and other civil or criminal offenses.
. Cite corresponding violations of law and regulation.

24. TASK - REFER EVIDENCE ON PERFORMANCE FAILINGS TO DEBARMENT OFFICIALS

GIVEN:

. Case studies.
. Indicators of failing performance.

STANDARD - The intern will correctly:

. Identify all indicators of evidence of suspected fraud and other civil or criminal offenses.
. Cite corresponding violations of law and regulation.
. Give evidence of contractor's performance problems and/or responsibility. Select all relevant evidence to report to the debarment official.

25. TASK - PROCESS CASES OF POSSIBLE DEFECTIVE PRICING

GIVEN:

. Examples, actual or simulated, of possible defective pricing.

STANDARD - The intern will correctly:

. Identify all examples containing possible defective pricing.
. Identify sources of defective pricing information.
. Describe procedures for processing possible defective pricing cases.

26. TASK - PROCESS A CLOSEOUT ACTION

GIVEN:

. A contract at the point of closeout.

STANDARD - The intern will correctly:

. Determine if erformance has been completed and accepted by the Governme. .
. Identify all required coordination which must be completed prior to closeout.
. Identify and describe preparation of forms/reports used in processing a closeout action.

27. TASK - IDENTIFY AND DESCRIBE THE PURPOSE FOR INTERNAL MANAGEMENT CONTROLS, REGULATORY REQUIREMENTS, AND PROCEDURES FOR RISK ASSESSMENTS AND INTERNAL MANAGEMENT CONTROL REVIEWS.

GIVEN:

. Queries, either verbally or in writing, relating to the internal management control program.

STANDARD - The intern will correctly:

. Describe and identify legal and regulatory guidance.
. Understand how IMC fits into the management process.
. Understand the purpose and procedures for risk assessments.
. Understand the purpose and procedures for IMC reviews.
. Recognize alternative risk assessments and IMC reviews.